**Information available from Foston on the Wolds Parish Council under the model**

**publication scheme**

|  |  |  |
| --- | --- | --- |
| Information to be published | How the information  can be obtained | Cost |
| **Class1 - Who we are and what we do**  (Organisational information, structures, locations and contacts)  This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can  be contacted. |  |  |
| Who’s who on the Council and its Committees | Website  Hard Copy  Noticeboards | Free  50p/sheet  Free |
| Contact details for Parish Clerk  Council members | Website  Hard Copy  Noticeboards | Free  50p/sheet  Free |
| Location of main Council office and accessibility details | Website  Hard Copy  Noticeboards | Free  5p/sheet  Free |
| Staffing structure | Website  Hard Copy | Free  50p/sheet |
| **Class 2** – What we spend and how we spend it  (Financial information relating to projected and actual income and expenditure,  procurement, contracts and financial audit)  Current and previous financial year as a minimum |  |  |
| Annual return form and report by auditor | Hard Copy | 50p /sheet |
| Finalised budget Website | Website  Hard Copy | Free  50p/sheet |
| Precept | Website  Hard Copy | Free  50p/sheet |
| Borrowing Approval letter | Website  Hard Copy | Free  50p/sheet |
| Financial Standing Orders and Regulations | Website  Hard Copy | Free  50p/sheet |
| Grants given and received | Minutes Website  Hard Copy | Free  50p/sheet |
| List of current contracts awarded and value of contract | Website  Hard Copy | Free  50p/sheet |
| Members’ allowances and expenses | N/a |  |
| **Class 3** – What our priorities are and how we are doing.  ((Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
| Parish Plan (Not yet complete) | Website  Hard Copy | Free  TBA |
| Annual Report to Parish or Community Meeting | Website  Hard Copy | Free  50p/sheet |
| Quality status | N/a |  |
| Local charters drawn up in accordance with DCLG guidelines | N/a |  |
| **Class 4** – How we make decisions.  (Decision making processes and records of decisions)  Current and previous council year as a minimum |  |  |
| Timetable of meetings (Council, any committee/sub-committee meetings) | Website  Hard Copy  Noticeboards | Free  50p/sheet  Free |
| Agendas of meetings (as above) | Website  Hard Copy  Noticeboards  E-mail | Free  50p/sheet  Free  Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly.  regarded as private to the meeting. | Website  Hard Copy  E-mail | Free  5p/sheet  Free |
| Reports presented to council meetings - nb this will exclude information that is properly.  regarded as private to the meeting. |  |  |
| Responses to consultation papers | Hard Copy  E-mail | 50p/sheet  Free |
| Responses to planning applications | Website  Hard Copy  E-mail | Free  50p/sheet  Free |
| Bye-laws | N/a |  |
| **Class 5** – Our policies and procedures  (Current written protocols, policies and procedures for delivering our services  and responsibilities)  Current information only |  |  |
| Policies and procedures for the conduct of council business: | Website  Hard Copy | Free  50p/sheet |
| Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Website  Hard Copy | Free  50p/sheet |
| Policies and procedures for the provision of services and about the employment  of staff:  Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and  operating the publication scheme) | Website  Hard Copy  E-mail | Free  5p/sheet  Free |
| Information security policy | Website | Free |
| Records management policies (records retention, destruction and archive) | Email | Free |
| Data protection policies | Website | Free |
| Schedule of charges for the publication of information | Website  Hard Copy  E-mail | Free  50p/sheet  Free |
| **Class 6** – Lists and Registers  Currently maintained lists and registers only |  |  |
| Any publicly available register or list (if any are held this should be publicised; in most  circumstances existing access provisions will suffice) |  |  |
| Assets Register | n/a |  |
| Disclosure log (indicating the information that has been provided in response to requests;  recommended as good practice, but may not be held by parish councils) | n/a |  |
| Register of members’ interests | Email  Hard Copy | Free  50p / Sheet |
| Register of gifts and hospitality |  | n/a |
| **Class 7** – The services we offer  (Information about the services we offer, including leaflets, guidance and  newsletters produced for the public and businesses)  Current information only |  |  |
| Allotments | n/a |  |
| Burial grounds and closed churchyards | n/a |  |
| Community centres and village halls | n/a |  |
| Parks, playing fields and recreational facilities | n/a |  |
| Seating, litter bins, clocks, memorials and lighting | Email | Free |
| Bus shelters | n/a |  |
| Markets | n/a |  |
| Public conveniences | n/a |  |
| Agency agreements | n/a |  |
| A summary of services for which the council is entitled to recover a fee, together  with those fees (e.g. burial fees) |  |  |
| **Additional Information**  This will provide Councils with the opportunity to publish information that is not  itemised in the lists above |  |  |
| **FOI requests** | Email | 1 hourly charge of the clerks time is £12ph and will be charged depending how much time is taken on the request. |

Contact details:

The Clerk,

Foston on the Wold PC

e-mail: [fostonparishcouncil@gmail.com](mailto:fostonparishcouncil@gmail.com)

**Charges Adopted on –** 11th January 2024

\*\* Please also note that emails that require a lengthy amount of the clerks time will also be charged to respond at £12ph